



PLANNING & DEVELOPMENT DEPARTMENT

ANNEXATION SUBMITTAL REQUIREMENTS

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The owner(s) of the real property must sign this form, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. A legal description of the property(ies) involved must be submitted on a 3.5" floppy disk in Word 2000 or compatible format. A hard copy of the legal description must also be provided.

ASSESSOR'S PARCEL MAP: A copy of the Clark County Assessor's Office Parcel Number Map that is used to verify the parcel number(s) and location(s) of the subject property(ies) is required. These maps may be obtained from the Clark County Assessor's Office located at 500 S. Grand Central Parkway or through the Clark County website at (www.co.clark.nv.us).

JUSTIFICATION LETTER: A detailed letter that explains the request, the intended use of the property once annexed, and how the project meets/supports existing City policies and regulations is required.

FEES: No fees required

STATEMENT OF FINANCIAL INTEREST: A completed Statement of Financial Interest is required.